



What's New for You?

Command PASS Coordinator (CPC) Role - Phase II - New Features

WNFY CPC—Issue 4

June 2016

CPC Issue 4

Release 1.4.6 of NSIPS deployed the weekend of June 25-26, 2016 established new features for the CPC role for the active duty component. CPC's now have the ability to create Honors and Awards, Personnel Qualification Standards (PQS) and Administrative Remarks (temporary or permanent). These three components will be electronically routed to all Personnel Supervisors within a servicing Personnel Support Detachment (PSD) /Customer Service Detachment (CSD) for verification.

In addition personnel with the CPC role will be able to update and save member Address and Phone and Member Screening data to record whether a member's Family Care Plan information is on file. These two components may be updated without PSD/CSD verification.

For guidance on how to create a CPC user account, please see WNFY CPC - # 1 Completion of NSIPS SAAR Form for the process to create a SAAR requesting CPC user access within the NSIPS environment. For guidance on previously provided functionality for the CPC role, see CPC - #2 NSIPS ESR Page Access and CPC - #3 Activity Report. These may be found on the NSIPS splash page at the following link: <https://nsipsprod.nmci.navy.mil>.



1. After receiving CPC account access, sign into NSIPS via the splash page.

2. Select the Command PASS Coordinator from the drop down and Logon.

System Status: Online Thursday, February 25

DoD CAC Authentication

XXXXXXXXXXXX - Command PASS Coordinator

This system contains For Official Use Only (FOUO) information that is Privacy Act Sensitive and must be appropriately marked and protected per DoDM 5200.01-V4, February 24, 2012. Any application web page that is marked "FOUO Privacy Sensitive" at the top of the screen contains Sensitive Privacy Act Information and must be further marked if printed, electronically transmitted, or electronically stored outside the application.

- For printouts, "FOUO Privacy Sensitive" must be marked at the bottom of each page.
- For electronically transmitted messages, subject line shall contain "FOUO Privacy Sensitive" or if the information is an attachment "FOUO Privacy Sensitive Attachment".
- For electronically stored information, including message text and files attached to messages, the information must be marked "FOUO Privacy Sensitive" at the beginning and end of the FOUO text. If stored on physical media, the media must be marked "FOUO Privacy Sensitive".

System Access Authorization Request (SAAR)

- » New Users (NSIPS, ESR, CIMS, Web Ad Hoc)
- » NSIPS Self-Service (New Users)
- » NSIPS Self-Service (Unlock)
- » New User SAAR Validation (Supervisor)

User Information

- » NSIPS Data Marking and Protection Policy 13 Apr 2012
- » ESR Self-Service Login Instructions
- » Civilian Employer Information (CEI) Login Instructions
- » Create ESR View Only Account Instructions
- » ESR Self-Service Desk Guide
- » Pers/Pay Modernization Newsletter
- » What's New for You

Training

- » E-Leave Job Performance Aids (JPA)
- » Pers/Pay Job Performance Aids (JPA)
- » Command Job Performance Aids (JPA)
- » PeopleSoft 9.2 Upgrade (JPA)
- » User Productivity Kit (UPK)

NSIPS NEWS
NSIPS System Test is Online

CIMS/NRMS NEWS
NRMS System Test is Online

WEB ADHOC NEWS
NSIPS Web Adhoc is Online

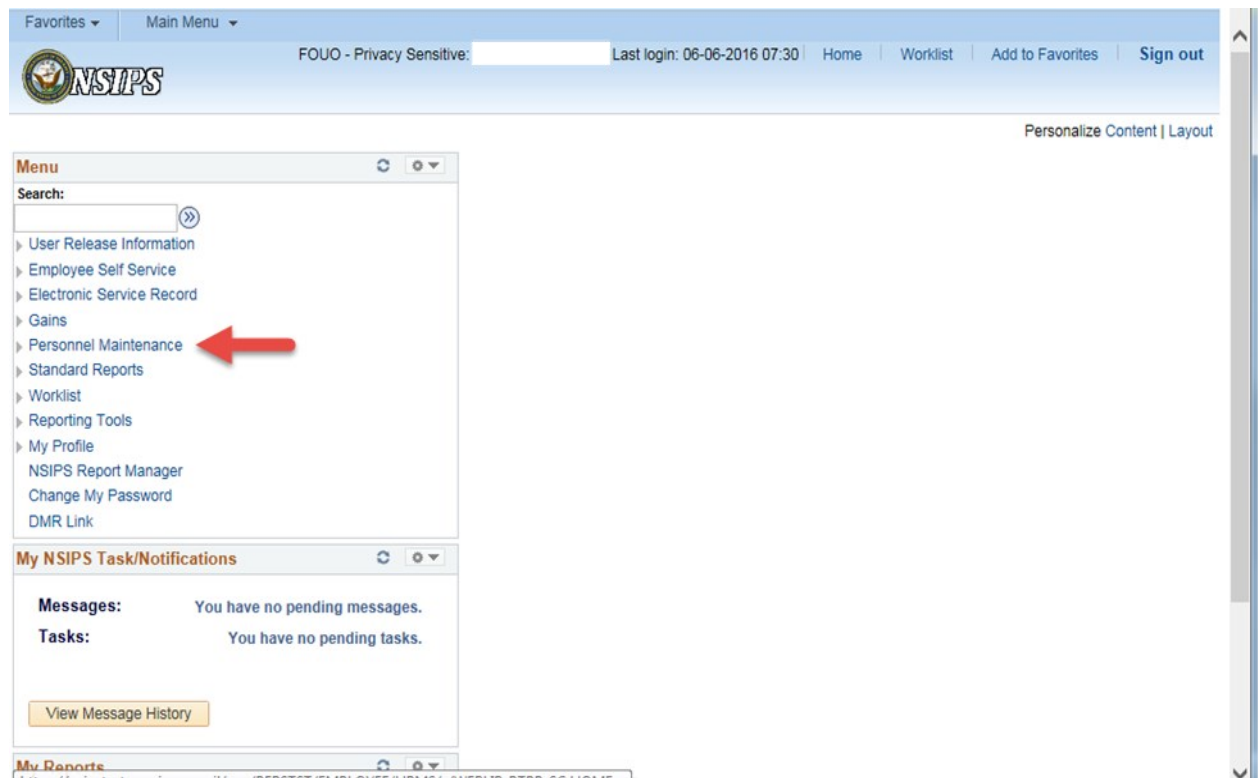


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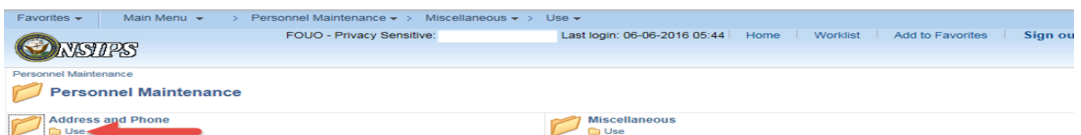
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Menu Navigation for Updating Member Address and Phone
1. Click Personnel Maintenance.



2. On the Personnel Maintenance screen, select the Use folder under the Address and Phone Folder.





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3. Select Address and Phone.

4. Enter the Member's 9 digit Social Security Number in the Empl ID field and select Search.

Personnel Maintenance

Use

Address and Phone

Favorites ▾ Main Menu ▾ > Personnel Maintenance ▾ > Address and Phone ▾ > Use ▾ > Address and Phone

FOUO - Privacy Sensitive: Last login: 06-06-2016 05:44 | Home | Worklist | Add to Favorites | Sign out

New Window

Address and Phone

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID begins with ▾

Name begins with ▾

Empl Record = ▾

DSC begins with ▾

UIC begins with ▾

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)



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5. Example of the Address and Phone page for a Member.

FOUO - Privacy Sensitive: [] Last login: 06-06-2016 05:44 Home Worklist Add to Favorites Sign out

New Window Personalize Page []

Address and Phone

Employee

Address Type Find | View All First 1 of 2 Last

*Address Type: HOR Home Of Record

Address History Find | View All First 1 of 1 Last

Effective Date: 06/10/2010 Status: Active

Locality: Domestic

Mail Status: ☐ 50 Mile Indicator

Country: US United States Edit Address

Address: AL 35613-0000

Phones Find | View All First 1 of 1 Last

Phone Type Telephone Phone Type

Email Addresses Find | View All First 1 of 1 Last

Email Type Email Address



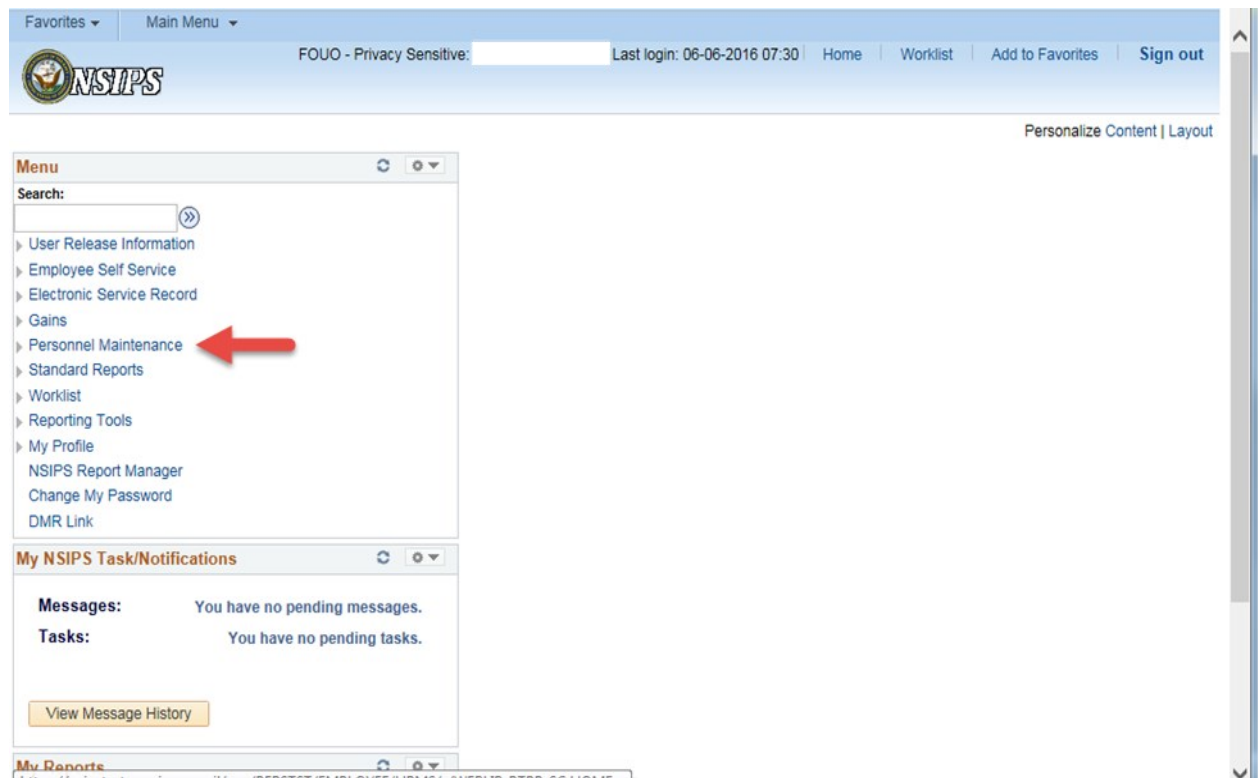
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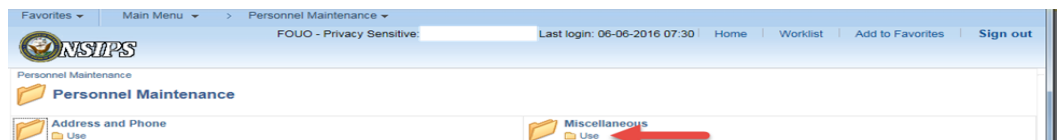
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Menu Navigation for Updating Honors and Awards

1. Click Personnel Maintenance.



2. On the Personnel Maintenance screen, select the Use folder under the Miscellaneous Folder.





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3. Select Honors and Awards.

The screenshot shows the NSIPS web application interface. The breadcrumb trail is: Favorites > Main Menu > Personnel Maintenance > Miscellaneous > Use. The 'Use' dropdown menu is open, showing options: 'Use' (with a folder icon) and 'Honors and Awards' (with a document icon). A red arrow points to the 'Honors and Awards' option.

4. Enter the Member's 9 digit Social Security Number in the Empl ID field and select Search.

The screenshot shows the 'Honors and Awards' search page in the NSIPS application. The breadcrumb trail is: Favorites > Main Menu > Personnel Maintenance > Miscellaneous > Use > Honors and Awards. The page title is 'Honors and Awards'. Below the title is a search criteria section with the following fields:

- Find an Existing Value (text input)
- Search Criteria (expandable section)
 - Empl ID: begins with (dropdown) [] (text input) - A red arrow points to this field.
 - Empl Record: = (dropdown) [] (text input)
 - Name: begins with (dropdown) [] (text input)
- Limit the number of results to (up to 300): 300 (text input)

At the bottom of the search criteria section are four buttons: 'Search' (highlighted with a red arrow), 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.



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5. Example of the Honors and Awards Summary page for a Member.

Navigation: Favorites > Main Menu > Personnel Maintenance > Miscellaneous > Use > Honors and Awards

FOUO - Privacy Sensitive: [Redacted] Last login: 06-06-2016 07:30 Home Worklist Add to Favorites Sign out

NSIPS

Honors and Awards Summary

Find | View All First 1-5 of 9 Last

Honor or Award	Grantor	Eligibility/Start Date:	Issue Date	Award Nbr	
NDSMED	National Defense Service Medal	SECNAVINST 1650.1H		1	Verified
GCMAE	Good Conduct Medal Active			1	Verified
GCMAE	Good Conduct Medal Active	SECNAVINST 1650.1H		2	Verified
GWOTSM	GW-Terrorism Service Medal	SECNAVINST 1650.1H		1	Verified
MUC	Meritorious Unit Commendation	SECNAVINST 1650.1H		1	Verified



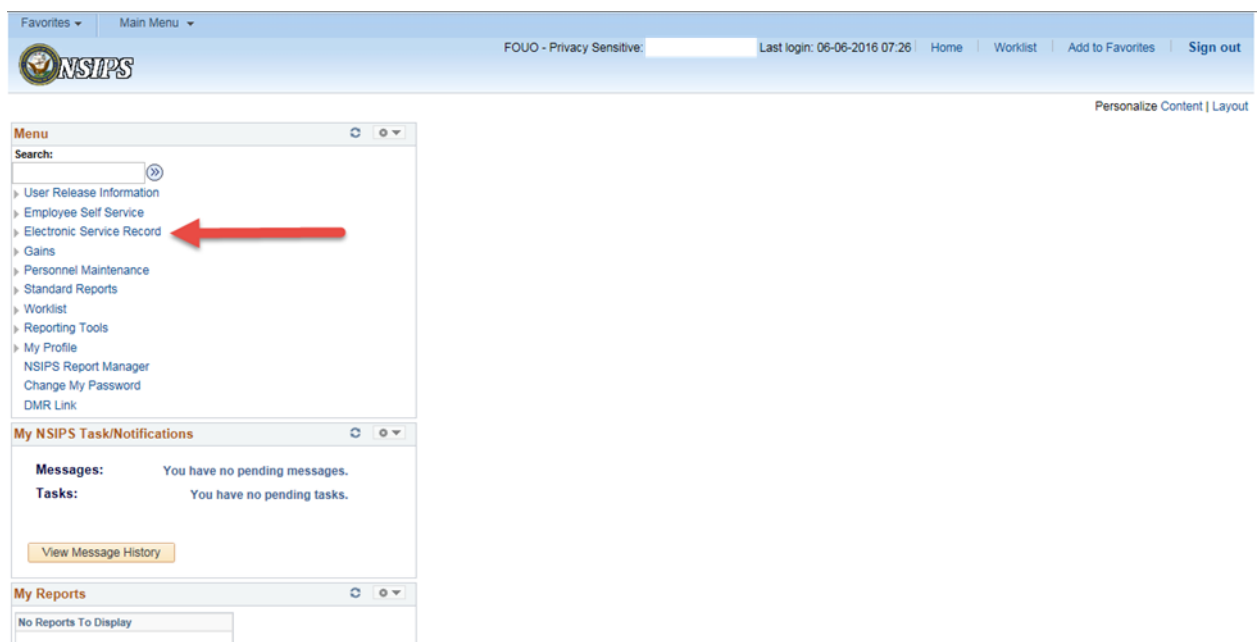
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Menu Navigation for updating Administrative Remarks, Personnel Qualification Standards (PQS), and Member Screening.

- 1. From the Menu, select Electronic Service Record.**



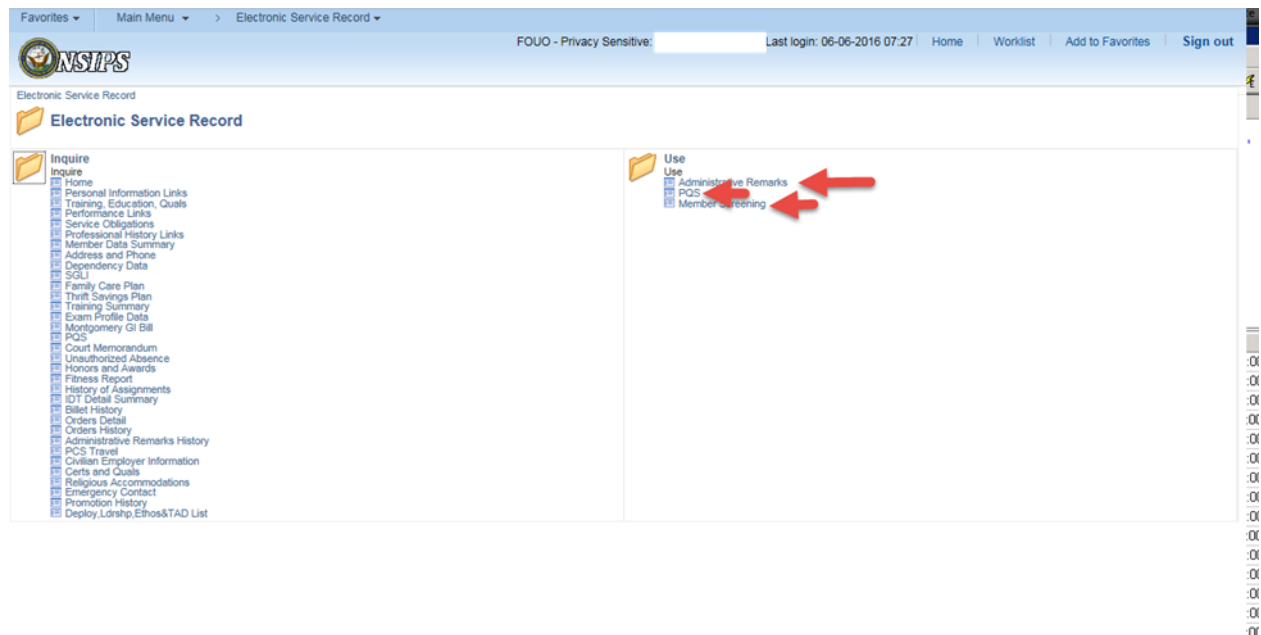


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2. Under the Use folder, you have the option to select Administrative Remarks, PQS, or Member Screening.





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1. For a Personnel Supervisor within a servicing PSD/CSD to verify actions taken by the CPC for Honors and Awards, PQS, and Administrative Remarks, log into your NSIPS account.

2. Under your NSIPS Tasks/Notifications tab, select the action you wish to verify.

Favorites ▾ Main Menu ▾

FOUO - Privacy Sensitive: [redacted] Last login: 06-06-2016 09:51 | Home | Worklist | Add to Favorites | Sign out

Personalize Content | Layout

My NSIPS Task/Notifications

Messages: You have no pending messages.

Tasks:

Verify Command PQS	1
Verify Command Awards	1
Verify Command Admin Remarks	1
Worklist Items	1

[View Message History](#)

Menu

Search: [input] »

- EDM
- User Release Information
- Employee Self Service
- Electronic Service Record
- Scripting
- Availabilities
- Contract Administration
- Dependency Data
- Diary
- Entitlements
- Gains
- Local Product Distribution
- Leave Administration

User Release Information



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3. The Member's name will appear as a link on the appropriate Verification Dashboard. Select the Member's name.

NSIPS

FOUO - Privacy Sensitive: [redacted] Last login: 06-06-2016 09:51 | Home | Worklist | Add to Favorites | Sign out

New Window | Personalize Page | [icon]

Verify Command PQS Dashboard

Command PQS Verification Dashboard

Name	Rank/Rate	UIC	Date Completed
1 [redacted]	SH3		06/06/2016

Go to: My NSIPS Task/Notifications

4. Review the information submitted, select the Verified checkbox, and select Save.

NSIPS

FOUO - Privacy Sensitive: [redacted] Last login: 06-06-2016 09:51 | Home | Worklist | Add to Favorites | Sign out

New Window | Personalize Page | [icon]

Verify Command PQS

Verify Command PQS

Name: [redacted] Rank/Rate: [redacted] Current DSC: [redacted]

Personnel Qualifications Standards

Verified	Station #	Title	Date Completed
<input checked="" type="checkbox"/>	43029 301	EDUCATION SERVICES SPECIALIST (ESS)	06/06/2016

Go to: ESR Home
Training Home
Verify Command PQS Dashboard
My NSIPS Task/Notifications

Save

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Remember that the Administrative Remarks, Honors and Awards, and the Personnel Qualification Standards will be electronically routed for verification.

Remember that the Member Address and Phone and the Member Screening data to record Family Care Plan information may be updated without PSD/CSD verification.

For more information contact: PERS 2 - Ron Ates, 901-874-4363, ron.ates@navy.mil; PERS 2 - Wayne Ross 901-874-2179, wayne.ross@navy.mil; NSIPS - Rick Serviss 504-697-3578, Richard.serviss@navy.mil

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